



JITA Social Business Bangladesh Ltd. a **CARE Social Business** dedicated to empowering women through a network of enterprises creating employment opportunities and improving access to markets for BOP consumers.

To know more about the organization, please click on <http://jitabangladesh.com/>

Job Title: Operations Coordinator

Job Location: Head Office, Dhaka

Job Responsibilities:

- Assist OPS team to improve Operation revenue in current scope.
- Develop OPS related process and roll out as per project plan.
- Assist in field based audit/investigation.
- Develop team monitoring and reporting plan & process.
- Initiating programs (promotional/partner wise growth) targeting efficiency and impact of operation which includes need identification, conception, and implementation plan budget etc.
- Implementation and monitoring of aforesaid programs/projects and drive for the desired result.
- Qualitative & quantitative analysis of sales channels to measure performance of sales team and create the visibility to senior management team
- Assist in preparing periodic progress and monitoring report as per operation requirement.
- Supervise activity and sales tracking, collect and check bills and invoices and report accordingly.
- Collect daily Sales & other Activity reports from field due process & send the report in the guided format
- Regularly prepare variable incentive report, partner wise sales growth analysis
- Regular correspondence with regional and HQ management and other stakeholders.

Education – Bachelor or Masters in any discipline, Business back ground preferable.

Experience –

- Minimum 3-5 years' experience in sales or marketing.
- Experience in marketing/sales/distribution projects is a PLUS.

Core Competencies:

- Outgoing, confident and persuasive communicator.
- Good knowledge on market development strategies and policies.
- Advanced in IT skills, especially in Microsoft power point, word and excel, competent user of internet and web based applications.
- Excellent time- management and problem-solving skills, sound in project management.
- Able to work in stressful conditions to undertake multitasking responsibilities.
- Good in analysis and report writing.

Compensation & Benefits:

- Salary: Competitive compensation package will be offered
- Mobile Allowance
- Festival Bonus (Yearly Two)
- Yearly Performance Bonus
- Contributory Provident Fund
- Insurance (Group Life, Hospitalization & Medical)
- Others benefits as per JITA policy



Those who fulfill the above requirements and qualifications are ONLY encouraged to apply.

To apply, please email your CV to hr@jitabangladesh.com

Female candidates are highly encouraged to apply.

Deadline: September 15, 2019

